



State of Montana Project Management Office

Project Initiation and Planning Phase

Risk Management Plan Instructions

A plan or outline for ensuring consistent implementation of risk management across an organization or a division/group within an organization. The risk management plan is a high-level outline of what management should and should not (will and will not) do in terms of managing risks within projects under their purview. The risk management plan is a guidance document that should be used as reference for both managers and new team members responsible for implementing risk.

Both table and outline versions are included.

The purpose of the Risk Management Plan is to provide a consistent perspective on risk across a project and across projects, ensuring that managers apply the principles of sound risk management in the same way from project to project, and to ensure that management at a senior level is not surprised by the outcomes of risk events as the project is implemented.

The Risk Management Plan should be established by the project manager in cooperation with senior management. Senior management must ensure that their interests are reflected in the processes, timing and approaches to risk management. Ideally, once this document is established, it should set expectations for the remainder of the project life cycle in terms of what administration is required, as well as the elements to that risk administration.

Administrative Information

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